



ERA VENDOR DAY REGISTRATION FORM

- ◆ The conference will be held on **August 28, 2003** at the NARA, 8601 Adelphi Road, College Park, MD 20740. Registration check-in begins at 11:15 am.
- ◆ Please complete all the information requested and submit the completed form either by mail or via email to ERA.Acquisition@nara.gov.
- ◆ Vendor Day Registration is free. Registration is limited to 12 persons per Prime System Integrator/Vendor team.

Prime System Integrator/Vendor Team General Information

Organization _____

Street Address _____

City _____ **State** _____ **Zip** _____

Email Address _____ **Telephone #** _____ **Fax #** _____

Number of Attendees _____

Attendee Names _____

*Please indicate with an **X** which of the following applies to your organization:*

Large Business _____ Small Business _____ Woman Owned _____ 8 (a) _____

Veteran Owned _____ Sub Contractor _____ Prime Contractor _____ Vendor _____

Other (Please specify) _____

NO PARKING IS AVAILABLE FOR ATTENDEES AT THE NARA BUILDING.

A shuttle service will be provided from Prince George's Metro station to the NARA facility. The metro station will have very limited parking space available, therefore,
ATTENDEES ARE STRONGLY ENCOURAGED TO USE PUBLIC TRANSPORT.

Please review the Vendor Day travel information, including shuttle schedules, available at the ERA web site.

[http://www.archives.gov/electronic_records_archives/vendor day/user directions.html](http://www.archives.gov/electronic_records_archives/vendor_day/user%20directions.html)

Registration and Instructions

- Please submit one registration form per organization. Please print and include all details.
- Registration forms completed electronically can be emailed to ERA.Acquisition@nara.gov
- Registration forms printed and completed manually can be faxed to (301) 837-0394 or mailed to the following address:

**National Archives and Records Administration
ERA Vendor Day, NHE
8601 Adelphi Road, Room 1540
College Park, MD 20740**

- Clearly indicate the number of people attending from your organization and the names of attendees.
- Include a reliable contact name, email address, telephone number and fax number. These details will be used to contact the organization in case of any issues with the registration form.
- The contact email will be used to confirm registration at the ERA Vendor Day and the number of people attending from your organization.
- Please note that lunch will not be served. However, light refreshments can be purchased on site.

Registration questions?

Call (301) 837-0740 or Email: ERA.Acquisition@nara.gov

Additional Information available at URL:
http://www.archives.gov/electronic_records_archives

- ERA Program Background Information
- ERA Acquisition Information
- Travel Information
- Hotels local to the National Archives
- NARA & ERA information updates